



BHD

MILWAUKEE COUNTY
Behavioral
Health
Division

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Tips and Tricks



Documenting Allergies and Hypersensitivities- Use the Allergies and Hypersensitivities form to review and update client allergies.

A. Reviewing Allergies and Hypersensitivities

For the selected client, open the Allergies and Hypersensitivities form. In the *Include Allergies on Report* field, select the allergy status to include in the report:

- Select Active to include active allergies
- Select Inactive to include inactive allergies
- Select both of include active and inactive allergies on the report

Click display to generate the Client Allergies/Hypersensitivities report, which details allergy and hypersensitivity client information, as well as allergy review information.

TOM PETTY (000100002)
M, 48, 06/30/69
Ht: -, Wt: -, BMI: -
Ep: -
Problem P: -
DX P: -

Chart Allergies and Hypersensitivities

Allergies and Hypersen...

Include Allergies on Report
☐ Active ☐ Inactive ☒ Both

Submit

Allergies/Hypersensitivities Reviewed
☒ Yes ☐ No

Run Date: 6/4/2018

Page 1 of 1

Milwaukee County Behavioral Health Div.
9455 W Watertown Plank Rd.
Milwaukee, WI 53226-3559

Client Allergies / Hypersensitivities

Including Active and Inactive Allergies/Hypersensitivities

Client Name: PETTY,TOM				Client ID: 100002			
Allergen/Reactant	Status	Active Allergy	Date Recognized	Reaction Severity	Reactions	Treatment	Comments
BEE POLLEN	Confirmed	Yes	1/1/2017	Mild	Hives		Testing allergies

Allergies Reviewed

Review Date	Review Time	Reviewed By	Reviewed
5/14/2018	10:31 AM	Susanne Morris Doctor Test	Yes
5/21/2018	03:22 PM	Susanne Morris (Avatar User Exper	Yes
5/21/2018	03:24 PM	Susanne Morris (Avatar User Exper	Yes

In the Allergies/Hypersensitivities Reviewed field, select Yes to display the time, date, and user who entered the information, in the Client Allergies/Hypersensitivities Report. This information is also displayed in the patient header.

B. Updating Allergies and Hypersensitivities

In the **Known Medication Allergies** field:

- Select **Yes** if there are active allergies associated with medication.
- Select **No** if no active allergies are associated with medication. **Note-** there is no need to click the Update button and update the grid for NKDA if **No** is selected here.

The screenshot shows the 'Allergies and Hypersensitivities' form. The 'Known Medication Allergies' field is highlighted with a red box, showing the 'No' radio button selected. The 'Allergies/Hypersensitivities Reviewed' section has 'Yes' selected. The 'Include Allergies on Report' section has 'Both' selected.

If there are no known allergies (in addition to medication) or if you need to update allergy information, click Update to open the grid. When the grid opens, click New Row.

The first screenshot shows the 'Update' button being clicked. The second screenshot shows the 'New Row' button being clicked in the grid.

If there are no known allergies, enter NKA in the Allergen/Reactant field and select No Known Allergies-NKA from the drop-down list. Click Select. Enter the Date Recognized (T for today) and the Status (double-click in the status box to get the drop-down list), select Confirmed and Select.

The first screenshot shows the 'Allergen/Reactant' search results for 'NKA'. The second screenshot shows the 'Status' search results for 'Confirmed'.

Click Save to save the changes.

The screenshot shows the final state of the form with 'NKA' entered in the Allergen/Reactant field, '06/11/2018' in the Date Recognized field, and 'Confirmed (C)' in the Status field. The 'Save' button is highlighted.

C. Adding an Allergy/Hypersensitivity

1. Select **New Row** to add an allergy (medication or other). Except for the Allergen/Reactant field, double-click in each box to activate the field.
2. Click in the **Allergen/Reactant** box and enter allergen or hypersensitivity. Click enter. Highlight the allergy and click Select. (Date Recorded auto-populates).
3. **Date Recognized**- enter the date in the format MM/DD/YYYY (enter T for today). Or, click the down arrow to display a calendar. Double-click a date to enter.
4. **Status**- select C (Confirmed), S (Suspected), U (Unknown), or I (Inactive).
5. **Reactions**- from the drop-down list, select the reaction. Multiple reactions can be selected.
6. **Reaction Severity**- select the extent of the reaction.
7. **Onset**- if known, select the period of allergy onset.
8. **Treatment**- if any known treatment exists, record treatment in textbox. Click Ok.
9. **Comments**- enter comments associated with the allergen/reactant.
10. Click **Save** to save changes.

The screenshot shows a table titled "Allergies and Hypersensitivities" with the following columns: Allergen/Reactant, Date Recognized, Status, Reactions, Reaction Severity, Onset, Date Recorded, Treatment, and Comments. A single row is visible with the following data: 1, BEE POLLEN (MDX-2164), 06/11/2018, Confirmed (C), Difficulty Breathi..., Mild (SCT-25560..., Adult (3), 06/11/2018, Epi pen, My comments. Red callout numbers 1 through 10 are placed over the interface: 1 points to the "New Row" button at the bottom left; 2 points to the "Allergen/Reactant" column header; 3 points to the "Add" icon in the top right of the table; 4 points to the "Status" column header; 5 points to the "Reactions" column header; 6 points to the "Reaction Severity" column header; 7 points to the "Onset" column header; 8 points to the "Treatment" column header; 9 points to the "Comments" column header; and 10 points to the "Save" button at the bottom.

Remember to always select Yes after updating/reviewing allergies!

The screenshot shows the "Allergies and Hypersensitivities" form. It includes a "Submit" button and a "Display" button. Below these, there is a section titled "Allergies/Hypersensitivities Reviewed" with radio buttons for "Yes" and "No". The "Yes" radio button is selected, and a red box highlights this section. There is also an "Update" button next to it.

Other notes about allergies and hypersensitivities:

- Allergies/hypersensitivities can be entered/updated by nurses, doctors, APNP's, and dieticians (pharmacy will not update allergies as they do not have contact with the patient).
- Of the above practitioners, whomever finds out about an update/change/inactivation in allergy status, should be the person updating the information in the client's chart.